✏ How to Edit Machine Details

Welcome to the **Laundro Portal Guide!** □□

Need to update a machine's name, type, coin rate, or weight? Follow this guide to edit machine details in the Laundro Portal.

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- ✏ Step 5: Select the Machine to Edit
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□□ How to Access

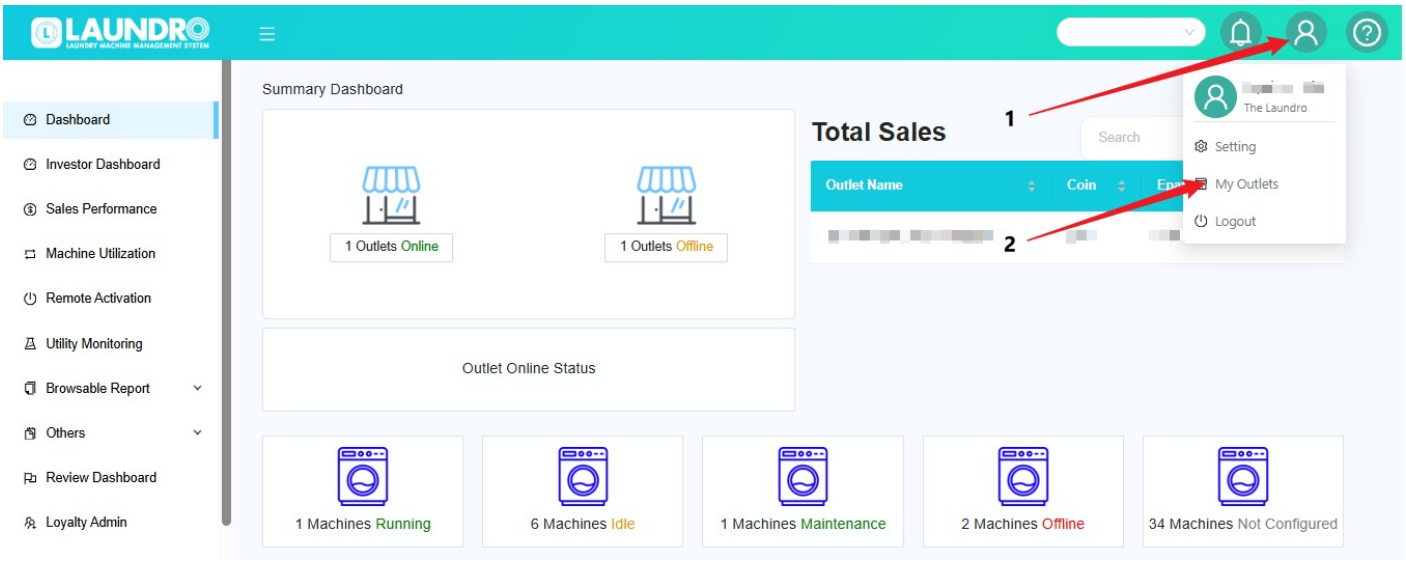
□□ Step 1 — Login to Laundro Portal

Log in using your **Username** and **Password**. https://v2.thelaundro.com/operator_login

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□□ Step 2 — Open My Outlets

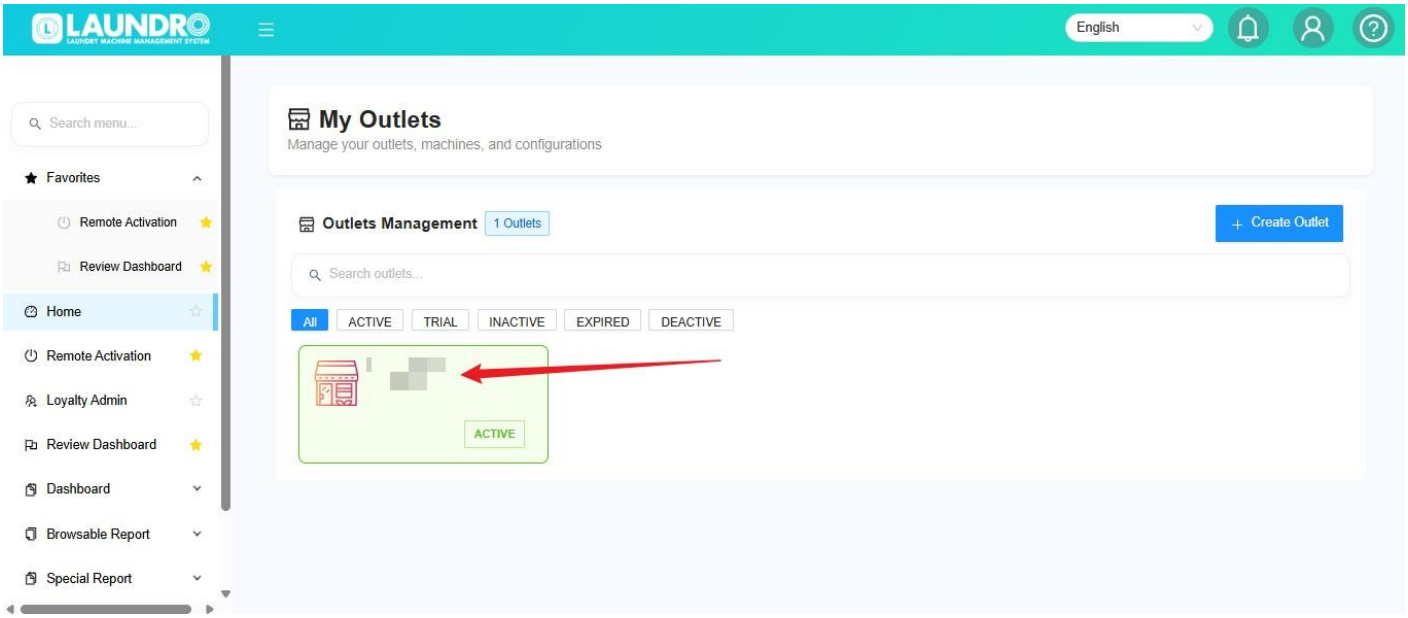
1. Click the ◫ **Profile** icon.
2. Select **My Outlets**.
3. Find the outlet you want to manage.



◫ Step 3 — Select the Outlet

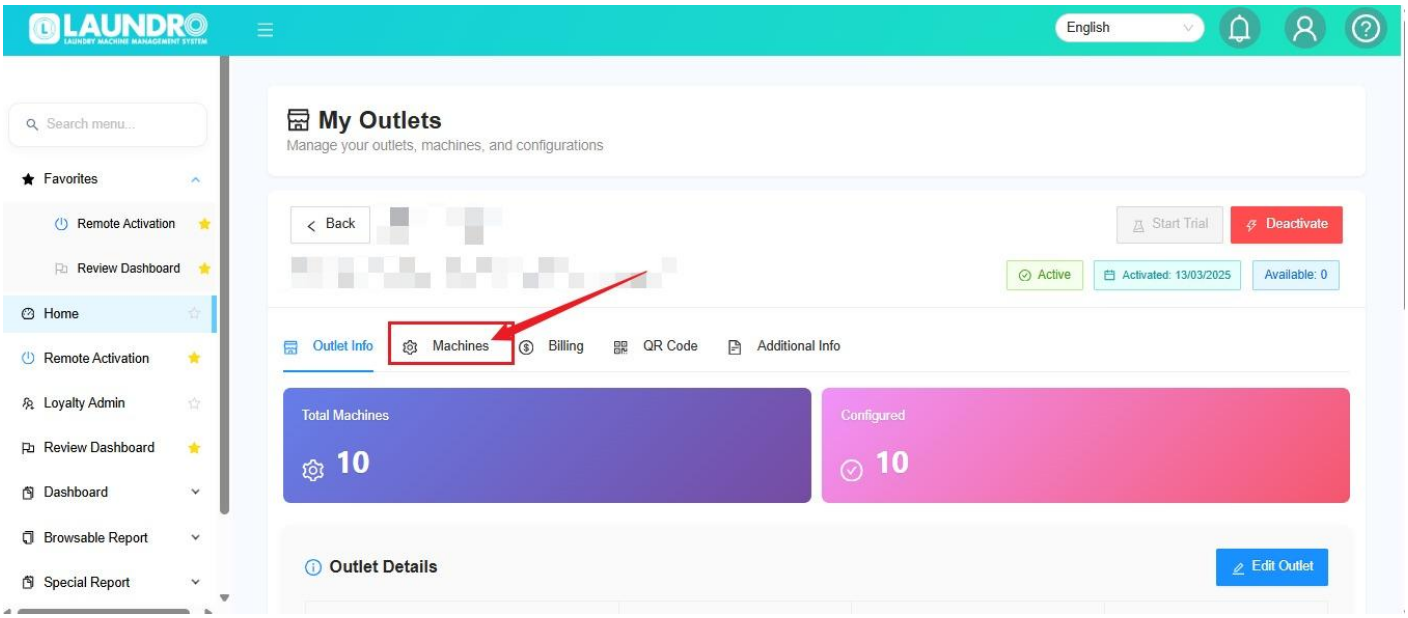
Click the outlet where the machine is located.

> ◫ **Quick Tip:** Double-check the outlet name before editing any machine details.



⚙ Step 4 — Open Machines

On the selected outlet page, click **Machines** to view and manage its machines.

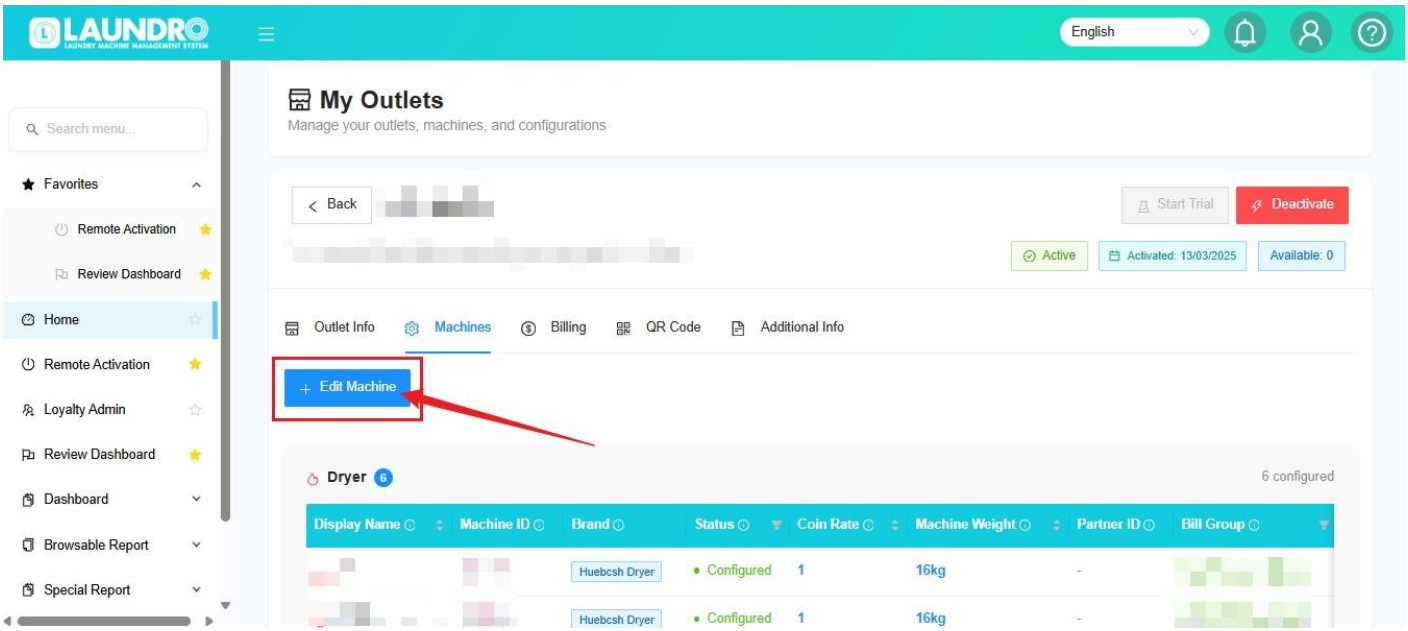


✏ Step 5 — Select the Machine to Edit

Click the relevant machine-editing option and select the machine type, if prompted:

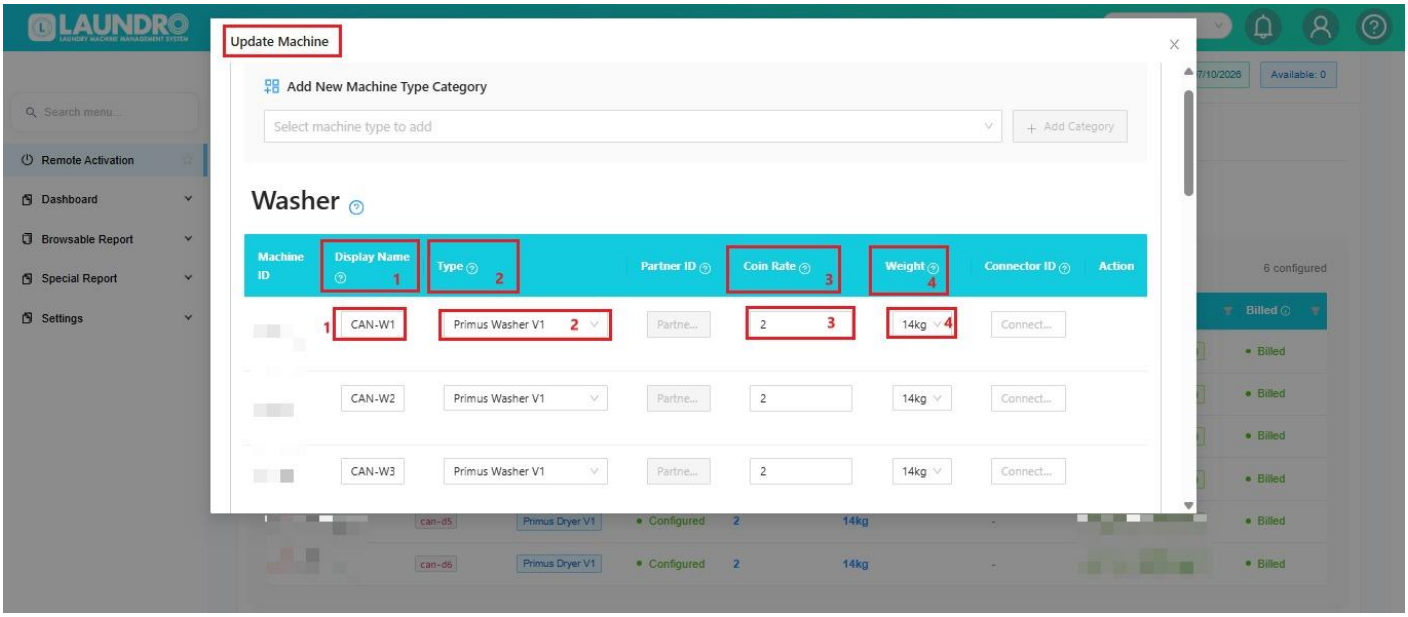
- **Washer**
- **Dryer**

> **Important:** Confirm that you are editing the correct machine type.



Step 6 — Update Machine Details

In the **Update Machine** section, review and edit the required fields.



1. Display Name

Enter or update the name used to identify the machine.

Example: Washer W1 or Dryer D1, following your outlet's naming convention.

2. Type

Select the appropriate machine model or type.

Example: Speedqueen Dryer, if applicable.

3. Coin Rate

Enter the required coin rate.

Example: 1, if this is the correct value for your machine setup.

> ⚠ Confirm the intended coin rate before changing it.

⚖ 4. Weight

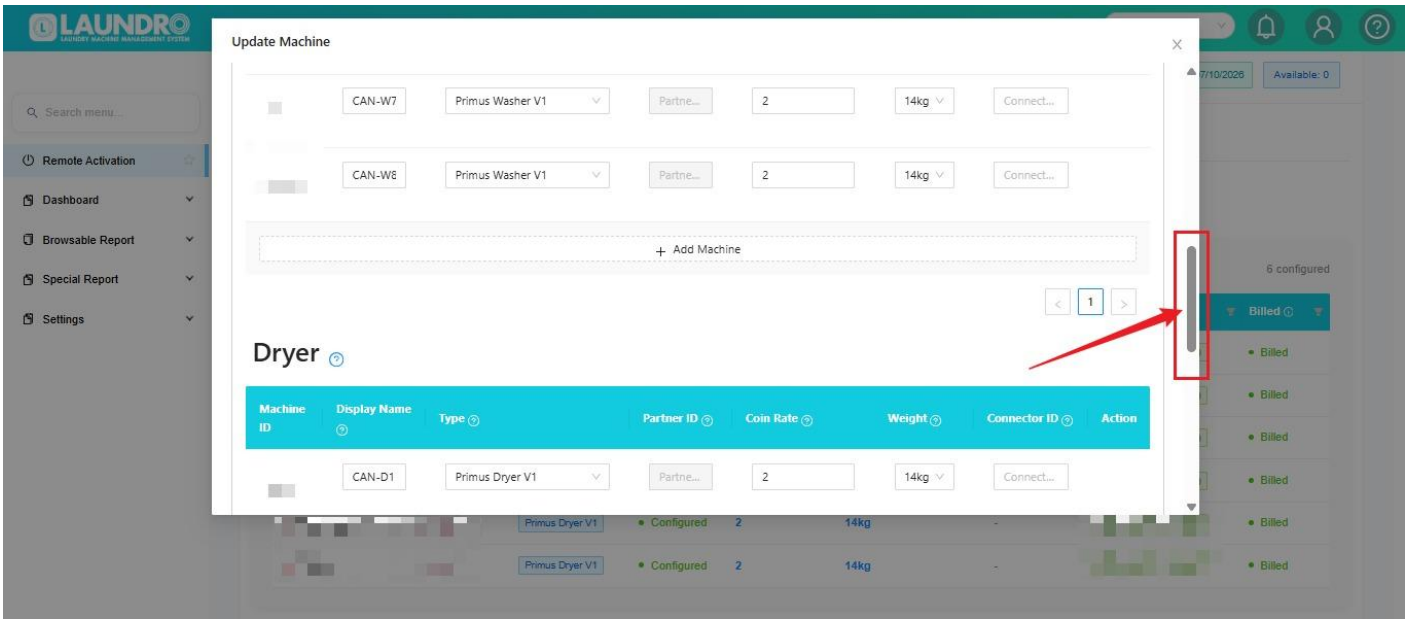
Select the correct machine capacity.

Examples: 15kg or 30kg.

> **Quick Tip:** Make sure the selected weight matches the actual machine. The weight may affect how the machine is identified and configured elsewhere in the system.

Need to Edit More Machines?

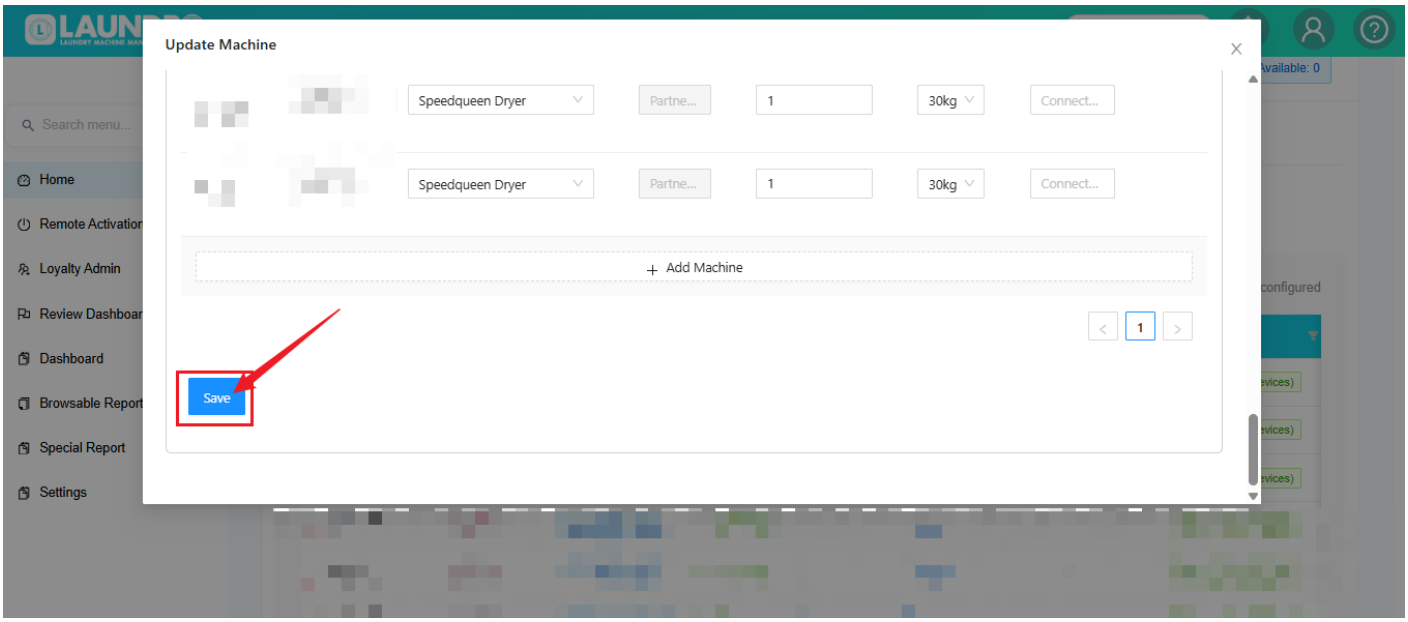
Scroll up or down to locate other machines and update their details as needed.



Step 7 — Save Changes

Once you have finished editing:

1. Review all updated fields.
2. Check the machine name, type, coin rate, and weight.
3. Click **Save**.



Final Check: Confirm that the updated details are displayed correctly after saving.

You're All Set!

Revision #6
Created 2026-10-07 01:00:57 UTC by Sulaiza
Updated 2026-10-13 02:13:30 UTC by Sulaiza